MEANY PRODUCTION REQUEST FORM (DUE 4 WEEKS OUT)

Contact Us:
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GENERAL
• Event Name ____________________________________________________________
• Contact names ________________________________________________________
  phone __________________________ e-mail ______________________________
• Rehearsal date(s) ____________________________ time(s) ________________
• Performance date(s) ____________________________ time(s) ________________
• What pieces are to be performed? ______________________________________
  ________________________________________________________________

STAGE
• ___Orchestra shell? Shell I ___ Shell II ___  Shell III ___
• ___Piano? (Who is playing?) _________________________________
• ___Chairs? How many? ______  ___Stands? How many? ______
• ___Conductor podium?
• ___Choral risers? How many or how many in choir? (maximum 11 units)____
• ___Platform risers? How many? _____ What height? (8” to 40”)___________
• ___Dressing Rooms? ___Principal? ___Chorus?

SOUND
• ___Microphone(s)? ___Soloist? ___Announce? ___Reinforcement?
• ___Playback? (Hard-drive, CD, Minidisk)
• ___PA speaker stacks? ___Stage Audio Monitors?
• ___AC power cable? (Amps, keyboard, electronics, etc.)

FRONT OF HOUSE
• ___Intermission?
• ___Reception? Food, liquor served? ___________  Save Programs? __________
  Other lobby functions? __________________________________________________

OTHER REQUESTS
______________________________________________________________
______________________________________________________________
______________________________________________________________

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